



Parent's Day Out



Parent Handbook 2024

Dear Parents,

Welcome to our Parent's Day Out ministry at Central Baptist Church. We consider it a privilege and honor that you have chosen our program for your childcare needs.

At CBC, our desire through our PDO ministry is that your child will grow just like Jesus did...in wisdom, stature, and in favor with God and man (Luke 2:52). At Central Baptist Church we believe that the Holy Bible is the inspired, infallible, inerrant Word of God and is the basis of our faith. Our church subscribes to the doctrinal statement of the "Baptist Faith and Message" as adopted by the Southern Baptist Convention in 2000, as well as the Nashville Statement as published Aug 2017 by the Council on Biblical Manhood and Womanhood. Our curriculum is Bible based and includes strategies for your child's individual growth in their cognitive, social, emotional, and spiritual life. It allows us to incorporate biblical learning and basic academic skills through story time, craft projects, and hands-on playtime.

Our vision at Central is to be a Great Commission people who make committed, spiritually mature disciples of Jesus Christ through an intentional spiritual growth process. We do this by exploring opportunities, engaging people, enriching their lives with the Gospel, and empowering them for service. We consider the PDO ministry an opportunity to engage not just with your child, but with your entire family. We hope you will explore the opportunities for engagement here and feel free to join with us in everything we offer.

We believe you are an important part of our program. We encourage you to participate with us in special events, and share your thoughts, ideas, and suggestions during the year. Your participation is helpful as a part our desire to maintain a clear line of communication between you, your child, and our staff.

We look forward to ministering to you, your child, and your family through our PDO ministry. We consider it a privilege, responsibility, and a blessing to be able to provide this ministry here at Central.

This handbook was created to help you understand the procedures and policies of our PDO program. We believe this will ensure the best experience for all involved. If you have any questions or comments, please come, and discuss them at any time. Thank you for allowing our staff the opportunity to share Jesus with your child during these precious years of growth and development.

In His Service
James Raffety
Senior Pastor

Central Baptist Church
Parent's Day Out Program

2023

ADMISSION

Our PDO program offers classes to accommodate children from 6 weeks old to Pre-Kindergarten. The following is the grouping for our classrooms:

<u>CLASS</u>	<u>RATIO</u>	<u>MAX CLASS SIZE</u>
Infants (6 Weeks to 6 Months)	1:2	4
Toddlers (6 months to 1 Year)	1:2	4
One Year Old	1:4	8
Two Year Old	1:5	9
Three Year Old	1:5	10
Four Year Old	1:9	15

Registration Fee (Non-Refundable): \$50*

Annual Supply Fee: \$50

Infants and Crawlers class:
\$200/month

1 Year old and up**
\$180/month

*Each additional sibling receives a discount on the registration fee.

**Children are moved into the 1-year-old class based on age and development.

Tuition is due on the 1st day of each month. If payment has not been received by the 5th day of the month, a \$10.00 late charge will be applied to your account. Parents will receive only one reminder if tuition is not paid. We reserve the right to drop a child from the program if tuition is delinquent on the 15th of the month.

If a child is absent due to sickness, vacation, etc., parents are still responsible for payment. There will be a \$10.00 returned check fee for any NSF check. A second returned check will result in another \$10.00 fee and CASH ONLY terms accepted for the remainder of the school year. Credit and debit cards are also accepted.

There is a non-refundable registration fee of \$50.00 per child for the first child in the family. The registration fee is waived for any additional children. This fee guarantees your child's enrollment in the classroom. There is also an additional annual supply fee of \$50 per child. Fees are due with any new enrollment regardless of the month enrolled, along with the current month's tuition. The fee may be pro-rated on a case-by-case basis, depending on the month the child(ren) is enrolled.

DAYS AND HOURS OF OPERATION

Our program operates as an exempt, registered Parents Day Out program with the State of Tennessee. We are not licensed as a childcare facility and are not required to be licensed by the state as a childcare agency. Tennessee State law for PDO programs allows children to be in our care for no more than 2 days per week for 12 hours per week. We offer two, two-day-per-week programs. Your family may choose from **either** our Monday—Wednesday program **OR** our Tuesday—Thursday program. We cannot allow a mixing or combining of the programs. **Children are only permitted to attend on the days they are enrolled.** Children may enter their classrooms at 9:00 a.m. and should be picked up promptly by 3:00 p.m. Please make every effort to pick up your child by this time. If you are late picking up your child on a consistent basis, you may be subject to additional fees.

We are open 51 weeks of the year, only closing the week between Christmas and New Year, and 1/2 week during Thanksgiving. Parents will be notified of any changes to the calendar, in advance. We will observe all holidays, weather closings and illness days. If the Oak Ridge schools are closed or delayed due to snow or other inclement weather, PDO will be closed/delayed for that day, as well.

ILLNESS POLICY

We clean and disinfect the work and play areas daily, but of course the spread of some germs and diseases is inevitable among children. Please do not bring your child to PDO if he/she has had a fever over 100 degrees, diarrhea, or vomiting within 24 hours of our school day. Also, make sure emergency contact numbers are correct and current so you may be reached if your child should become sick or injured while in our care. If a child has a fever over 100 degrees, two episodes of diarrhea or vomiting while at PDO, the child will be required to go home, as soon as possible. This is to ensure the health and wellbeing of the other children and teachers in the classroom. If your child is diagnosed with any communicable disease, you must make the Director aware of the diagnosis as soon as possible.

HEAD LICE

Please note Head Lice is common among groups of small children. To protect other children and the possible spread of lice, any child with nits or lice will be excluded from PDO. The child may return after the hair is treated and it is determined the hair is lice/nit free. PDO will clean the facility and notify parents in the event there is a need.

MEDICATION

If your child requires medication while at PDO, please ask the Director for a medication form. The Director will administer all medications per parent written instructions and keep the medication in the office. NO medication will be applied or administered to a child without written permission from a parent or other authorized person, including diaper cream and sunscreen. All medications must be in the original bottle or packaging, and if it is a prescription medication,

must have the child's name on the label. Please do not leave any type of medication in diaper bags or backpacks.

ALLERGIES

Central Baptist Church's PDO program is a completely nut-free environment. Please do not send any food items containing peanuts or tree nuts in your child's lunch. We will only serve nut-free snacks. If your child requires any additional allergy-restricted food, you may need to provide snacks for your child while in our care. Please notify the Director of any dietary issues your child may have.

BITING/BEHAVIORS

When caring for groups of children, there may be instances of biting or harmful behaviors. If a child has a continued issue with biting the other children or repeated inappropriate behaviors, Central Baptist Church reserves the right to drop a child from enrollment (if considered a danger to themselves, the other children, or staff).

SIGN-IN/OUT:

Please be sure to sign-in/out upon arrival/dismissal each day. We use this list in the event of an emergency to determine how many students are in attendance daily. Signing-out when you pick-up your child, gives us a record of the time and who picked up your child.

PUBLIC HEALTH EMERGENCIES:

During times of public health emergencies, Central's PDO program follows the guidelines for childcare centers published by local and state health departments as well as the Center for Disease Control & Prevention (CDC). The staff will follow all sanitation and safety protocols pertinent to each emergency. However, despite our best efforts, we can make no guarantee your child may not contract a virus or disease.

FAQs

- What should my child bring with them to PDO?
 - Labeled backpack with a complete change of clothes, including socks and underwear.
 - Adequate supply of disposable diapers if child is not yet

potty-trained.

- Nut-free lunch (including beverage in a spill-proof cup, napkin and utensils). Please avoid items that must be heated. Snacks will be provided each day by our program.
- Rest mat (large bath towel is sufficient), as well as a favorite blanket or stuffed animal (if desired).

- What will my child be doing each day?

Our curriculum is jam-packed with activities that will nurture your child's growth physically, emotionally, mentally and spiritually! The children will be involved in creative play, story time, art projects, outside play (weather-permitting), music, and Bible stories and songs.

- What if my child cries when I leave?

Most children will cry when being dropped off for the first time in a new classroom, with new teachers. Try not to linger in the classroom; the longer you stay, the harder it will be on you and your child. Reassure your child they will have a good time and you will return soon to get them. If your child continues to cry or be upset longer than 30 minutes, the director will call you. We want this to be a positive experience for all concerned and we will not allow your child to be upset all day!

- Who may pick up my child?

Children may be picked up only by adults listed on the registration form as emergency contacts. We reserve the right to ask for I.D. of any unfamiliar adult attempting to pick up a child. Please place on file with the Director any custody papers relevant to whom is allowed/not allowed to pick up a child.

If you have additional questions, please contact our program director, Kathy Raffety, @ 865-483-7495 or k.raffety@orcbc.org.

Parent Handbook Acknowledgement

To be initialed and signed by the parent/guardian
and a copy placed in the child's record.

_____ I acknowledge that Central Baptist Church Parents' Day
Out operates as a registered, exempt program and is not a
licensed childcare facility.

_____ I acknowledge and understand that this facility is not
required to be licensed by the state as a childcare agency.

_____ I acknowledge that I have received a copy of the Central
Baptist Church Parent's Day Out program Parent
Handbook and have been given the opportunity to have
any questions answered to my satisfaction.

_____ I acknowledge that if at any time a question or concern
regarding the program I am free to inquire of the program
director or any senior staff person of Central Baptist
Church.

Printed Name of Parent/Guardian

Child's Name

Signature of Parent/Guardian

Date